

Instructions for completing form (CD 410)

Important – Please Read. Dissolution is a complex process. **A corporation that has issued shares and commenced business may dissolve by filing a Notice of Intent to Dissolve pursuant to O.C.G.A. 14-2-1403 and Articles of Dissolution pursuant to O.C.G.A. 14-2-1408.** Form CD 410 and CD 412 may be used for this purpose. However, use of these forms is optional. Forms CD 410 and CD 412 are not intended to replace competent legal counsel. Secretary of State staff is not authorized to provide legal counsel or explain the steps necessary to successfully dissolve a corporation or to complete these forms. It is for this reason filers are **strongly urged** to obtain professional legal, tax and or business advice to assure filers goals and intentions are met, that requirements of the law are satisfied, and that shareholders, officers and directors are protected even after the dissolution.

Instructions for completing Form CD 410 Notice Of Intent To Dissolve

Article One	Name of the corporation	Provide the name of the corporation.
Article Two	Date of incorporation	Provide date dissolution was authorized.
Article Three	A corporation that has issued shares and commenced business may dissolve voluntarily only with the approval of its shareholders.	
Article Four	The corporation must provide a written statement which may appear in the notice of intent to dissolve certifying that the request for publication of a notice of intent to voluntarily dissolve the corporation and payment therefor will be made as required pursuant to O.C.G.A. §14-2-1403.1. Filer may satisfy the statutory requirement for certification by signing this form. Do not forward publication notice to the Secretary Of State.	
Signature	The notice of intent to dissolve is properly executed when signed and dated by filer. Filer must indicate the capacity in which signing (i.e. officer, chairman of the board of directors or attorney for the corporation) In so signing filer is further certifying publication notice has been or will be forwarded to the legal organ no later than the next business day following the delivery of the notice of intent to dissolve to the Secretary Of State (O.C.G.A. §14-2-1403.1).	

Mail or deliver form to Corporations Division, 315 West Tower, #2 Martin Luther King Jr. Drive, Atlanta, GA 30334. Please note: **There is no fee requirement for filing “notice of intent to dissolve”.**